



Oudtshoorn 6620 - Tel. (044) 2033000 - Fax: (044) 2033104 - Epos: post@oudtmun.co.za

OUDTSHOORN MUNICIPALITY

ICT Replacement Policy

Council Resolution No:

Date:

Table of Contents

1.	Objectives.....	3
2.	Scope	3
3.	Related policies	3
4.	Acronyms	3
5.	General Principles	3
6.	Principle.....	4
8.	Desktop Computers.....	4
9.	Monitors.....	4
10.	Laptops and tablets	4
11.	Second devices, tablets and laptops	4
12.	Computer accessories.....	4
13.	Printers	5
14.	Fax machines	5
15.	Network Infrastructure	5
16.	Exceptions.....	5
17.	Disposal.....	5
18.	Implementation responsibility	5

1. Objectives

To manage the overall cost of ICT equipment purchases by maximising the return on initial investment in ICT hardware to the Municipality as a whole. ICT equipment represents a significant expense at the Municipality and users should ensure appropriate and responsible use of all equipment.

2. Scope

Includes all end-user ICT equipment (excluding servers and network infrastructure equipment) purchased from the Municipality's budget, as well as equipment donated to the Municipality.

3. Related policies

- a. ICT Policy
- b. SCM Policy
- c. Asset Management Policy

4. Acronyms

ICT – Information and Communications Technology

PPE – Property, plant and equipment

SCM – Supply Chain Management

5. General Principles

In general, ICT equipment should not be replaced until it fails, is uneconomical to repair or becomes unusable and complies with the criteria set for disposal of PPE in the Asset Management Policy. The latter would generally occur when the equipment can no longer run the software or operating system at all, or at a reasonable, productive speed. ICT helps users match equipment specifications and warranties to the intended use and lifespan required.

The standard manufacturer warranty for computer hardware is three years. The ICT department will ensure warranties on equipment are not voided when upgrades or disposals are considered.

As desktop equipment is part of the ICT infrastructure used to deliver a range of core services, ICT may, from time to time; issue notices that certain equipment should or must be replaced. This may occur prior to the recommended replacement periods below.

6. Principle

All ICT equipment purchased from Municipal funds belongs to the Municipality, and economic useful life applies to the equipment not the user. (More than one user may use a resource in its lifespan.)

7. Servers

Servers must be considered for replacement every 4 years. The Municipality can continue to keep them in service but as a backup server, extra storage or a virtual migration server.

8. Desktop Computers

Subject to the caveat above, desktop computers may not be replaced before the end of a 4-year cycle. The ICT Department may propose an extension to this 4-year cycle in the future.

9. Monitors

The expectation is that monitors will last at least 8 to 10 years. Replacement is to be based on failure and is not bound to a particular cycle.

10. Laptops and tablets

Laptops and tablets may not be replaced before the end of a 4-year cycle.

11. Second devices, tablets and laptops

Where a staff member needs a device, the municipality will not fund

- a. a laptop if the staff member has a desktop; or
- b. a desktop if the staff member has a laptop;
- c. a tablet if the staff member has a laptop

Unless the ICT Manager authorises this for good cause shown and approved by the ICT Steering Committee

12. Computer accessories

Computer accessories such as keyboards, mice, port/desktop replicators, stands and related accessories should be replaced on failure and are not bound to a particular cycle. The expectation is that certain accessories, depending on the environment, would have different useful lives.

13. Printers

Staff members must print to department/central printers. The use of individual desk-based printers is discouraged. The purchase of ink jet printers should be avoided due to their higher operating costs, excluding plotters and design-jet printers.

14. Fax machines

Official must use ICT's electronic faxing system or Multi-function Printers/Scanners rather than buying fax machines.

15. Network Infrastructure

The municipality should replace the network infrastructure, including cabling, switches and routers when there is a need for faster communication from desktops/laptops to the servers.

16. Exceptions

Deviations and exceptions from this policy must be based on a demonstrated business need and motivated in writing to the ICT Manager. The nature and number of exceptions will be monitored and reported to the ICT Steering Committee.

17. Disposal

If ICT equipment cannot be re-deployed internally, then the processes for asset disposal must be followed. It is important that the disposal satisfy the requirements of the Asset Management Policy and SCM Policy.

18. Implementation responsibility

Implementation with effect from date of council resolution.